



State of Vermont  
Vermont Department of Education  
120 State Street  
Montpelier, VT 05620-2501

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\$ **Important** \$  
\$ **Funding** \$  
\$ **Information** \$  
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To: Special Education Administrators

From: Karin Edwards, Director  
Student Support Services Team

Date: May 3, 2010

Subject: Individuals With Disabilities Education Act – Part B FY-2011 Basic and  
PreSchool Flow Through Application Forms and Instructions

Field Memo: 10-03

Attached you will find the forms and information needed to apply for FY-2011 IDEA-B Basic and Pre-School Flow Through grants. This includes both the regular grant funds and the funds made available for IDEA-B under the American Recovery and Reinvestment Act of 2009 (ARRA). Attached you will find the allocations which are unchanged from those sent to your early through e-mail. The allocations are based on the Vermont State grant amount provided to us by the Federal Office of Special Education Programs and the updated student counts that we use for the population and poverty allocations. These should be the final allocation amounts and include the calculation of the proportionate share based on the December 1, 2009 child count.

There are a few procedures that we are asking school districts to do to allow us to process the grants and amendment requests in a timely fashion. This involves highlighting in different colors certain types of budget items:

- Services to eligible parentally placed students using the proportionate share allocation need to be **highlighted in yellow**.
- Coordinated Early Intervening Services (34 CFR 300.226) which is a maximum of 15% of the combined IDEA-B Basic and PreSchool allocations for FY-2011 need to be **highlighted in blue**. Please note that the description needs to include both an explanation of the services that will be provided as well as the criteria used to determine the students who will be served.

- Construction or renovation line items need to be **highlighted in pink**. There are very specific criteria for allowing such activities under IDEA-B. Funds can not be used for those purposes without specific written approval by the Department of Education in advance of any funds being obligated for those purposes.
- The electronic budget forms for FY-2011 should be e-mailed to [doe-ideab@state.vt.us](mailto:doe-ideab@state.vt.us). The paper portions of the application should be mailed to the department to the attention of Margaret Schelley.
- **The amendment deadline for FY-2011 will be April 1<sup>st</sup>, 2011.**

#### Reminders about the IDEA-B Basic and Pre-School Grant Application Process

The IDEA Basic Flow Through and Pre-School Flow Through funds are to be budgeted and used for the allowable special education costs under IDEA-B as listed in the general instructions and in Appendix A. The IDEA-B Basic Flow Through funds are to be used for serving eligible students who are at least three years old up to their 22<sup>nd</sup> birthday as well as for “child find” for children birth through age 21. The Pre-School Flow Through funds are to be used for serving eligible students who are at least three years old up to their 6<sup>th</sup> birthday. The information on allowability of services benefiting non-disabled children is at the end of Appendix A.

The budget for each grant needs to include all the IDEA-B funds that the supervisory union plans to spend for the year. This may include funds from the FY-2011 allocation as well as carryover from the previous year. Amendments to the grants will only be able to cover costs from the date that the amendment is received in substantially approvable form to the end of the grant period. **This means that you want to be sure to include enough funds in the initial application for budget items that happen early in the grant as you will not be able to add to line items after the expense has already been incurred. It is especially important to include all of the costs that are needed for summer services in the original application.**

#### Tips for Completing IDEA-B Budgets and Handbook II Coding Sheets

The “Tips for Completing IDEA-B Budgets” is a quick overview of the instructions highlighting areas where common errors are made. Also enclosed are two Handbook II Coding sheets - one for function codes and one for object codes. We hope these will be of assistance when completing the budget detail.

#### Staff Documentation Requirements

Please remember that you are required to have staff document for all salaries and benefits being charged to IDEA-B just like any other federal grant. The State time study/weekly schedule documentation is not sufficient for federal funds. Any staff charged to IDEA-B needs to have either the semi-annual certification or personal activity reports. The type of staff documentation required depends on whether all of the work that the staff member performs falls strictly under the special education category or extend to serving non-special education students.

The semi-annual certification is used if the staff person providing services that fall under one cost objective such as K-12 special education or preschool special education. A special educator providing services to EST and 504 students is not considered to be providing services under a single cost objective. Since staff schedules usually change with school semester, we recommend that the semi-annual certifications are based on the school semesters with a separate documentation prepared for any summer work performed.

The personal activity reports are required for staff members that perform work under more than one cost objective. This would include a special educator who provides special education services as well as Title I services or services to 504 and EST students. If the work is not solely special education work, the special educator would need to document his time with a personal activity report which shows the number of hours spent on each cost objective on a daily basis for each pay period.

All staff documentation needs to be prepared soon after the end of the period that the documentation covers. It should be signed by the employee and their supervisor and retained for audit purposes. For summer services, personal activity reporting should be used to document the actual number of hours worked as well as indicating the cost objective.

For more information on staff documentation for special education staff charged to IDEA-B funds, please refer to the Technical Guide for Special Education Cost Documentation.

### School Board Approval and Deadline for Submission

We are sending out the budget forms now to allow time for the LEAP to be voted on by each school board within your Supervisory Union. Pursuant to State Board of Education Regulation 2366.10, the LEAP must be submitted by each supervisory union, which receives state or federal funds for special education. In accordance with federal regulations, the local education agency must provide assurances that are spelled out in the LEAP. The best way to properly provide those assurances is to have each local school district board properly notice, warn, and discuss the policies necessary to meet LEAP requirements. The local board can then authorize their representative(s) to the supervisory union board to vote in favor of or against the LEAP provisions. It should be noted however, that failure to adopt the LEAP does not relieve a district or the supervisory union of IDEA responsibilities. The approval by the Supervisory Union Board has basis in 16 V.S.A. §261a(6)(A), which states that the Supervisory Union Board is responsible for providing special education.

Before you can expend IDEA-B funds for FY-2011, the Department must receive the following application forms and an electronic version of the budget and financial summary either by disk or e-mail. The following are the specific requirements:

| <u>Category</u>  | <u>Completed Forms Must Be Received by Department of Education in Substantially Approvable Form</u>  |
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| IDEA-B Basic Flow Through Regular and ARRA—Revenue Codes (4226/4756) | <ul style="list-style-type: none"> <li>-LEAP submitted in paper form with original signatures (one required to cover both IDEA-B grant categories);</li> <li>-IDEA-B Basic Project Information Abstract submitted in paper form with original signature;</li> <li>-IDEA-B Basic Flow Through Budget Detailed Budget and Financial Summary in excel submitted electronically</li> </ul> |

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|--|--|
| IDEA-B PreSchool Flow Through Regular and ARRA-Revenue Codes (4228/4758) | <ul style="list-style-type: none"><li>-LEAP submitted in paper form with original signatures (one required to cover both IDEA-B grant categories);</li><li>-IDEA-B PreSchool Project Information Abstract submitted in paper form with original signature;</li><li>-IDEA-B PreSchool Flow Through Budget Detailed Budget and Financial Summary in excel submitted electronically</li></ul> |
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The beginning date of each grant is the date the supervisory union meets the requirements for the grant category. Under no circumstances can the FY-2011 grant start before July 1, 2010 even if all of the requirements are met before July 1, 2010.

If you have questions about completing the LEAP or Pre-School budget forms, please contact Cathy Scott at 802-828-5112 or [cathy.scott@state.vt.us](mailto:cathy.scott@state.vt.us) or Margaret Schelley at 828-5119 for assistance.

#### Submission

The completed LEAP and budget cover pages should be mailed to:

Department of Education  
Attn: Margaret Schelley  
120 State Street  
Montpelier, VT 05620-2501

Copies of the excel files with the budgets completed should be e-mailed to:

[DOE-IDEAB@state.vt.us](mailto:DOE-IDEAB@state.vt.us)

cc: Superintendents  
Business Managers

Enclosures: [included in mailing. Some of this information is available on the Web at [http://education.vermont.gov/new/html/pgm\\_finance\\_sped.html](http://education.vermont.gov/new/html/pgm_finance_sped.html) ]

FY-2011 IDEA-B Basic and Pre-School Allocations Including Proportionate Share Amounts

Additional Enclosures for only Special Education Administrators:

Instructions for Local Education Agency Plan for FY-2011

Local Education Agency Plan for FY-2011

IDEA-B Basic Grant Budget Forms for FY-2011

IDEA-B Pre-School Grant Budget Forms for FY-2011

Tips for Completing IDEA-B Budgets

Handbook II Coding for IDEA Grant Applications – Function Codes and Object Codes